

CALIFORNIA EMERGENCY SERVICES ADVISORY BOARD

I. PURPOSE

It is the purpose of the California Emergency Services Advisory Board, hereinafter called CESAB, to promote communication between Public Safety Answering Points (PSAPs) and the California 9-1-1 Emergency Communications Office (9-1-1 Office) and to:

1. Explore concepts, methods and technologies
2. Identify issues and concerns
3. Evaluate the operational feasibility and practicality of proposed policies, standards and initiatives
4. Formulate viable alternatives and recommendations to improve PSAP operational effectiveness and efficiency

CESAB will act as an advisory body to the State of California, 9-1-1 Office, on a wide variety of current and future Program challenges, including but not limited to policies, processes, standards and technical direction.

Decisions made by CESAB shall not be binding on the 9-1-1 Office, but understood as the collective advisement of the PSAP community.

II. MEMBERSHIP

Composition

Membership of CESAB shall be composed of a cross section of PSAPs representing the diverse demographics, topography and jurisdictions of public safety agencies in California.

Term

Members selected shall serve a two-year term, after which new applications shall be solicited by the 9-1-1 Office, and new members shall be selected and installed. An exception to this shall be at the end of the first two-year term, at which time six of the eleven members will remain an additional year to maintain continuity of the Board. Five new members will be selected and installed. At the end of the third year, five of the remaining six members will be replaced. The California Highway Patrol shall be a permanent member of the Board.

During the member application process, each member agency shall have the option to designate an alternate from the same agency. Should the primary member selected to serve be unable to complete his/her term, the alternate shall finish the remaining term. Should both a member agency's primary and alternate members be unable to finish a term, that agency will have first choice of a member replacement from their agency.

Selection

Members shall be selected from those who have submitted applications. Applicants should detail the reason(s) for their interest in CESAB and what they feel they can contribute to the 9-1-1 Program by serving on the Board. Every attempt will be made to replace exiting members with members from agencies of like size.

Agency Approval & Cost

Prior to submitting an application for consideration, each applicant shall have obtained permission from their public safety agency employer to commit to a two-year term. The 9-1-1 Office shall reimburse the member agency for reasonable costs incurred to attend Board meetings. Reasonable costs may include one night accommodation at a hotel, airfare, per diem (at state rate) and rental car, if necessary. Members should submit a TD 290 form to their 9-1-1 Consultant, in advance, with an estimate of costs. The one night hotel can be either the night prior to or the night of the meeting, at the member's discretion.

III. MEETINGS

Frequency

CESAB shall meet a minimum of four times per year, once per quarter, but not more frequently than once per month.

Location

Meeting locations shall be determined by consensus of the Board. It is the intent to alter the meeting locations so that no member will be burdened with travelling long distances for every meeting. Ideally, each member would host a meeting, thereby providing an opportunity for them to showcase their PSAP operations.

Attendance

Since the Board meets only quarterly, attendance by members is critical. If a member (either primary or alternate) misses two consecutive meetings, or two meetings out of four, that member agency loses its standing on the Board and will be replaced.

Recommendations

Recommendations to the 9-1-1 Office from CESAB shall be made only after a consensus is reached amongst Board members. A consensus is agreement among nine of the eleven members.

Subcommittees

CESAB shall have the power to recommend the establishment of subcommittees for the purpose of conducting special studies, performing research or developing surveys. In addition, the Board may elect to establish a subcommittee(s) from amongst its own ranks.